Canc frp: Jan 04

OPNAVNOTE 5430
Ser N09B16/3U507200
3 April 2003

OPNAV NOTICE 5430

From: Chief of Naval Operations
To: OPNAV Principal Officials

Subj: CHANGE TO THE ORGANIZATION OF THE OFFICE OF THE CHIEF OF
       NAVAL OPERATIONS

Ref: (a) OPNAVINST 5430.48D

Encl: (1) Mission and Functions of N7SP
       (2) Organization Chart for N7SP

1. Purpose. To announce changes to the organization of the
Office of Chief of Naval Operations (OPNAV) with regard to Navy
Special Programs.

2. Background. As a result of the Director, Navy Staff's Bottom-
Up Review directed by the Chief of Naval Operations, Director,
Special Programs Division (N89) is being transferred to serve as
the principal advisor to N6/N7 on Navy Special Programs.

3. Organization Changes. Effective 6 December 2002:

    a. The Director, Special Programs, N7SP, is established.

        (1) N7SP is a direct report to N6/N7.

        (2) Enclosures (1) and (2) describe the mission, functions
and organization chart for N7SP.

    b. Director, Special Programs Division, N89, is disestab-
lished. Functions and resources of N89 are transferred to N7SP.

4. Changes to membership of the Special Programs Review Group and
the Senior Review Board. Recommendations for changes to
SECNAVINST 5000.34B are:

    a. N6/N7 will co-chair the Special Programs Review Group
(SPRG) with ASN (RD&A), and N7SP will remain a member. Control
and oversight responsibilities of the OPNAV co-chair shall not be
delegated.

    b. N8 is added as a member of the SPRG.

c. N8 will continue to serve as an associate/advisory member to the Senior Review Board (SRB).

d. N6/N7 will be added and N7SP will remain as associate/ advisory members of the SRB.

5. <u>Action</u>

a. N7SP will:

(1) Prepare and forward through N6/N7 and DNS the required changes to directives by 1 August 2003;

(2) Reevaluate enclosure (1) and provide recommended changes to DNS no later than 1 August 2003.

b. N8 will assist in entering functional transfers from N89 to N7SP in the financial databases to provide a validated baseline for PR05 and FY03 execution.

c. DNS will:

(1) Update reference (a).

(2) Coordinate required IT support, to include transfer of NMCI seats.

(3) Coordinate required military and civilian manpower documentation.

6. <u>Cancellation Contingency</u>. When contents are incorporated into the next edition of reference (a).

P. A. TRACEY
Vice Admiral, U.S. Navy
Director, Navy Staff

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OPNAV (N09BD, N09B12, DNS-CTTA)
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MISSION AND FUNCTIONS
DIRECTOR, SPECIAL PROGRAMS
N7SP

<u>Mission</u>: To serve as the Department of the Navy's (DON's)
Special Access Programs Coordinator (SAPCO), responsible for
management of the DON SAP Central Office and coordination of
approval, administration, support, review, oversight, security,
and reporting of all DON SAPs; to act as centralized directive
authority for all SAP planning, programming, budgeting,
appraisal, and security as authorized under Executive Orders
12333, 12356, 12829, 12958, and 12968 ensuring integrated and
effective operations within DON; to act for the Chief of Naval
Operations in matters affecting initiation, execution, oversight,
support, security, and conduct of SAPs and sensitive activities;
to direct and coordinate assigned special programs and projects
worldwide; to act as the single DON focal point for knowledge of
Navy SAPs and sensitive activities and associated efforts being
conducted by other Services, the Joint Chiefs of Staff (JCS), the
Office of the Secretary of Defense (OSD), and other Federal
agencies.

<u>Functions</u>:

1. Serves as primary resource sponsor for DON SAPs.

2. Performs requirements analysis, programming, and assessment
functions for all DON SAPs. Develops an integrated Sponsor
Program Proposal for all DON SAPs based on assessments from SAP
program offices and the Fleets and Marine forces.

3. Serves as assessment sponsor for all DON SAPs, including
those of other resource sponsors.

4. Monitors Congressional, OSD, Resource Sponsor, and Claimant
SAP decisions and proposals. Assists in determining appropriate
action within the planning, programming, and budgeting system.

5. Maintains the DON SAP Central Office to ensure integration of
policy, planning, programming, budgeting, oversight, and security
of DON SAPs and sensitive activities.

6. Directs the provision of specialized security, legal,
contracting, financial management, cost analysis and estimating,
logistics, and other support for DON compartmented programs.

7. Establishes, implements, and oversees security policy for DON
SAPs.

8. Coordinates and represents the DON SAP position with OSD on high-level processes such the Quadrennial Defense Review, the Defense Science Board, and Defense Planning Guidance. Serves as DON representative on the DoD SAP Policy Forum.

9. Represents DON position on SAP technology issues, programs, and data before OSD, the Office of Management and Budget, Congressional committees, and Congressional staffs.

10. Coordinates with top level Navy management echelons, OSD, and Congressional committees in planning, programming, and budgeting actions affecting all DON SAPs. Presents semiannual briefings to the Under Secretary of the Navy, annual briefings to the Deputy Secretary of Defense, and Congressional committees on the status of DON SAPs and related sensitive activities.

11. Advises Navy, DoD, and Congressional committees on DON SAP development status and operational readiness. Provides guidance to other Navy, Services, JCS, DoD, and Federal offices regarding DON SAPs and their potential employment in assigned roles.

12. Serves as a member and executive secretary of the Special Programs Review Group (SPRG) and co-chair of the Pre-SPRG. Coordinates periodic review and oversight of all DON SAPs. Prepares a record of SPRG proceedings, and provides requisite administrative support.

13. Oversees the administration and execution of the annual budget. Conducts appropriate budget reviews.

14. Correlates needs and funding for SAPs with technical program opportunities, performance, costs, and schedules.

15. Maintains centralized security registry for control and dissemination of SAP documentation.

16. Coordinates the fleet introduction and subsequent life-cycle control of SAPs in the fleet.

17. Ensures and exercises stringent control of access to these sensitive activities on behalf of the Under Secretary of the Navy and the CNO.

18. Develops and maintains in-depth knowledge of all DON SAPs and other agency-related activities in order to act effectively as the Navy's focal point regarding such matters.

19.   Establishes and maintains procedures for the initiation, execution, fleet implementation, support, review, oversight, and

reporting of all DON SAPs consistent with all prescribed policies.

20. Administers and controls the assignment and use of codewords within DON; coordinates the use of nicknames in support of SAPs and other compartmented activities.

21. Ensures adherence to the policies regarding SAP accesses and maintains a database of all individuals granted access.

22. Ensures acquisition SAPs meet all acquisition program requirements to the maximum extent possible, or obtain appropriate waivers.

23. Coordinates with Director, Assessment Division (N81) and Deputy Commandant (Programs and Resources) to support the Joint Requirements Oversight Council and the Joint Warfare Capabilities Assessment program review processes.

24. Ensures that each SAP institutes and properly executes a Management Control Plan.

25. Coordinates with the Naval Criminal Investigative Service to ensure a program of education and investigative support to SAPs in the area of fraud, waste and abuse, and review and prioritization of DON SAP requirements for counterintelligence support.

26. Coordinates initiation, accomplishment of, and responses to inspections, audits, and investigations of DON SAPs by the Inspector General, Auditor General, and Naval Criminal Investigative Service, and by external agencies such as the DoD Inspector General, the General Accounting Office, and the Surveys and Investigations Staff of the House Appropriations Committee.

27. In coordination with Director, Navy International Programs Office and Director, Strategic Systems Program Office, as appropriate, ensures DON SAPs are prepared to demonstrate compliance with arms control treaty verification activities without compromise of sensitive program information.

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                    │     Director, Special Programs        │
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│   Secretary   ├───┤              N7SP                      │
│    N7SPS      │   │                                       │
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| Program Requirements and Assessments N7SP1 | Financial Management and Budget Appraisal N7SP2 | Fleet Implementation N7SP3 | Security and Access Control N7SP4 |